



Human resources at work . . .

Please return this form to: Helpmates Staffing Services
1200 Main Street 1st Floor #A
Irvine, CA 92614
Fax: (949) 752-4900

Please issue a duplicate copy of the Wage and Tax Statement (Form W-2) for the following employee.

Employee Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Mail W-2 Form to:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Reason for request: (circle one) Never received Lost/Misplaced/Destroyed

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

You must provide a copy of a picture identification such as a driver's license along with this request form. Please allow five business days to process your request.